

FINANCIAL ANALYST I
FINANCIAL ANALYST II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To prepare and monitor budget activities; to administer and maintain a variety of accounts and financial records and provide budgetary forecasts, detailed and complex reports and modifications; to administer banking relations; to administer the cash handling functions throughout the city; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Financial Analyst I: This is the entry level class in the Financial Analyst series. This class is distinguished from the Financial Analyst II classification by the performance of the more routine tasks and duties assigned to positions within the series, including preparing and monitoring smaller budget accounts, assisting auditors in the audits of the city and various grant programs and funds, assisting departments in researching and obtaining grants, preparing year-end expenditure projections, assisting with the preparation of financial statements and conducting monthly analyses of expenditures, revenues, expected revenues. Since this class is typically an entry level class, employees may have only limited or no directly related work experience. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Financial Analyst II: This is the full journey level class within the Financial Analyst series. Employees within this class are distinguished from the Financial Analyst I by the performance of the full range of duties as assigned, including administering funds, preparing budgets, preparing annual financial statements, disbursing expenditures, administering grants, preparing detailed and complex analytical reports and performing daily banking and investment activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.

CITY OF LAS VEGAS
Financial Analyst I/II (continued)

SUPERVISION RECEIVED

Financial Analyst I

Receives direct supervision from higher level supervisory or management staff.

Financial Analyst II

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Analyze and prepare financial statements; maintain a variety of accounts to include general ledger and reconciliation of all city financial transactions, including bank accounts; prepare monthly fiscal reports and special reports relating to the progress of assigned accounts or area of responsibility.
2. Analyze revenues and expenditures of city or grant funds; recommend amendments to the budget as appropriate; prepare final cost estimates for the annual budget, special funds or grants being sought.
3. Participate in the compilation and preparation of the city's annual budget; prepare cash flow and expenditure projections and various budget-related forecasts and reports; provide personnel costs from salary projections.
4. Prepare annual financial reports for city departments or revenue sources; monitor interlocal agreements with other governmental agencies; prepare statistical financial reports; prepare necessary work papers for annual budget.
5. Serve as a financial resource to the City Council, City Manager and city departments; provide information regarding a variety of accounts, revenues and expenditures.
6. Analyze, account for and audit grant monies and special revenues received by the city; act as liaison between the division of assignment and grantors; process requests for funds and obtain authorized signature of approval.
7. Assist the City Treasurer to develop a city-wide cash handling policy and a procedures manual; administer and enforce the policy and procedures; train city employees who handle cash in proper procedures; conduct audits to determine compliance; prepare required reports.
8. Assist departments in the proper classification of revenues and expenditures; provide technical assistance and training to city staff in matters related to financial accounting, budget administration, and financial and operational performance management.

CITY OF LAS VEGAS
Financial Analyst I/II (continued)

Essential Functions:

9. Monitor various accounts, verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
10. Recommend and implement changes in accounting, budgeting and auditing systems and procedures.
11. Monitor daily activity in all city bank accounts and perform cash management duties.
12. Develop a schedule of authorized permanent positions in the city; update previous year's schedule for personnel changes; maintain appropriate files of data.
13. Assist in developing costing pools, allocation rates and allocation definitions to ensure proper distribution of costs.
14. Operate a financial mainframe system and act as liaison with information systems as needed.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance and budget.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Financial Analyst I

Knowledge of:

Generally accepted accounting principles and procedures.
Principles and practices of budgeting.
Basic principles and practices of financial auditing.
Principles and procedures of financial record keeping and reporting.
Principles of basic report preparation.
Modern office methods, practices, procedures and computer equipment.
Pertinent federal, state and local laws and regulations.

Ability to:

Learn governmental accounting principles and practices.
Learn automated financial management systems.
Prepare and interpret a variety of less complex financial statements, reports and analyses.
Examine and verify a wide variety of financial documents and reports.
Operate a computer, including a variety of software programs.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective cooperative working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Financial Analyst I/II (*continued*)

Ability to:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned office equipment*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment*

Experience and Training Requirements

Experience:

One year of accounting, auditing or budgeting experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

Financial Analyst II

In addition to the qualifications for the Financial Analyst I:

Knowledge of:

Principles and practices of municipal budget preparation and monitoring and cash management.
Finance and accounting principles and procedures.
Intermediate principles and practices of financial auditing.
Principles and procedures of internal control systems.
Cash handling procedures.
Intermediate principles and procedures of financial record keeping and reporting.
Principles of advanced report preparation.

Ability to:

Understand and interpret governmental accounting principles and practices.
Understand and administer automated financial management systems.
Administer all aspects of an internal cash control program.
Train city staff in appropriate policies and procedures.
Prepare and interpret a variety of complex financial statements, reports and analyses.
Forecast short term cash flow of city funds.
Administer banking relations.

CITY OF LAS VEGAS
Financial Analyst I/II (*continued*)

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience involving analytical work in finance, budgets, grants, audit or investments.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major in accounting, finance or a related field.

WORKING CONDITIONS

Environmental Conditions:

Work primarily in an office environment; occasional travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB
REV 7/26/07
FLSA & City: exempt

Approved 8/1/07